



# "Taste of Gaithersburg" Application

**Deadline: Friday, June 15, 2007**

Please complete and fax or mail to address below.

## Check any that apply:

- ☐ Yes, our Restaurant will participate in the "Taste". We will ONLY be serving food at our booth space.
- ☐ Yes, our Restaurant will participate in the "Taste". We will be serving food AND beverages at our booth space.
- ☐ Do not wish to participate this year because \_\_\_\_\_ (ex: timing not good) but keep me on the mailing list.
- ☐ Yes, I will provide two or more Gift Certificates (optional) to be used as a giveaway during the festival.
- ☐ Yes, I need \_\_\_\_\_ 20lb bags of ice at \$3 per bag. **Include payment with registration fee.**

## Please Print All Information:

Restaurant Name: \_\_\_\_\_ Manager Name: \_\_\_\_\_

Restaurant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact name at the event: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail (print): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Menu Items (Remember to bring plates, silverware and napkins for serving. Based on last year's participation we suggest you prepare for 1,000 servings or more for each of the items below.)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Restaurant Needs: (Check one) Electricity: ☐ Yes ☐ No

Grilling (on-site): ☐ Yes ☐ No

**This is important! — If you need electricity you MUST complete and return the Power Request Form that is included along with your application. Any restaurants planning to grill over an open flame must comply with the Fire Marshal's requirements.**

## Fees: (maximum of two spaces)

**City Restaurant - \$200 per space. Restaurants located outside the City Corporate limits - \$250. Includes signage, electricity (1 outlet), 10'x10' canopy, two 6 ft. tables, 2 chairs, and web site advertising. \$100 trash/equipment fee (refundable). Include your ice payment with registration. Due to space limitations the committee will select vendors so that the "Taste of Gaithersburg" offers a wide variety of dining options.**

<b>Booth Space (\$200/\$250)</b>	<b>\$</b> _____
<b>Extra Space (\$200/\$250)</b>	<b>\$</b> _____
<b>Ice (\$3 per bag)</b>	<b>\$</b> _____
<b>Trash/Equipment (\$100)</b>	<b>\$</b> _____
<b>Total</b>	<b>\$</b> _____

**Checks payable to: City of Gaithersburg**

Mail to: Parks, Recreation and Culture, Attn: "Taste" - Dorothy Winder  
506 South Frederick Ave, Gaithersburg, MD 20877

I have read the terms and conditions and agree to follow all guidelines.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Tel: 301-258-6350, x136 ■ [www.gaithersburgmd.gov/celebrate](http://www.gaithersburgmd.gov/celebrate)**  
**Fax: 301-948-8364 ■ [dwinder@gaitersburgmd.gov](mailto:dwinder@gaitersburgmd.gov)**

# Terms and Conditions

**"Taste of Gaithersburg"**  
**Sunday, September 16, 2007**  
**Noon to 5pm**

**Parks, Recreation and Culture**  
**Attn: "Taste"**  
**506 South Frederick Ave**  
**Gaithersburg, MD 20877**

**Contact: Dorthy Winder**  
**301-258-6350, X136**  
**Email: [dwinder@gaithersburgmd.gov](mailto:dwinder@gaithersburgmd.gov)**  
**FAX : 301-948-8364**

## **Fees:**

- City Restaurants - \$200. Restaurants located outside City Corporate limits - \$250 per space (maximum of two spaces). Includes signage, electricity (1 outlet), 10'x10' canopy, two 6 ft. tables, two chairs and website advertisement.
- There is a \$100 REFUNDABLE TRASH/EQUIPMENT FEE. You are responsible for completely cleaning your area (no dumping of water, oil, etc.) NOTHING can be left behind.
- **There will be NO REFUNDS!** This is considered a RAIN OR SHINE event. You are responsible for covering your merchandise in case of rain. If the City makes a decision to cancel the event, a refund will be granted.

## **Times: (Notice: Please arrive before 9:00 a.m. This is very important to the setup for "Taste".)**

- Setup time: 8 a.m. - 10:30 a.m.
- Food must be sold from Noon to 5 p.m.
- Health Department will arrive for inspection after setup.
- Ticket sales stop at 4:45 p.m.

## **Setup/Parking:**

- Setup location, parking pass and directions will be sent with acceptance letter.
- Your car will be in a lot nearby for easy access during the day and/or loading at the end of festival. **(Please bring your own carts!)**
- All vendors will be assigned two parking spaces.
- Setup will be within the specified space boundaries and locations and with all displays within their designated space(s) not obstructing, blocking or interfering with neighboring vendors or pedestrian and auto traffic right-of-ways.
- All equipment must be safely and properly secured in the event of adverse weather conditions.
- No pets, alcohol, weapons or illegal/harmful substances allowed while selling on City property.

## **Breakdown:**

- Do not breakdown display until 5 p.m. (If you sell out of food let coordinator know before break down.)
- Broken down display must be moved to sidewalk so that streets can be opened promptly. However, your car cannot be brought into the festival area until authorization is given by police.

## **Food/Drinks:**

- All vendors may sell non-alcoholic drinks. If you choose to sell beverages please check "yes" on the registration form.
- Please give appetizer-size samples. Be prepared to have 1,000 or more servings for each of your 3 menu items.

## **Booth/Vendor Information:**

- Please provide Certificate of Liability Insurance to the City at above address or at our **Monday, August 13, 2007 Mandatory Meeting.**
- Booth layout **REQUIRED WITH YOUR APPLICATION.**
- You must have your health permit (Montgomery County Health Department, 240-777-3986) by our **Monday, August 13, 2007 Mandatory Meeting.**
- When you return your application form please submit a high resolution electronic copy of your logo to [dwinder@gaithersburgmd.gov](mailto:dwinder@gaithersburgmd.gov) for advertising your restaurant on the City's website.
- Do not leave your booth unattended. The City of Gaithersburg is not responsible for your booth or equipment.
- Please stay within your 10'x10' space, keeping it neat and in good order at all times.
- It is strongly suggested that all employees wear identifying shirts, hats, name tags, etc.

## **Sales/promotions:**

- Please include two gift certificates (optional) with your returned contract to be used as giveaways during the festival.
- You may not sell any merchandise. You may, however, have your menus and promotional materials available to the public.

## **Tickets:**

- All food purchases must be by ticket only. No cash sales.
- All portions must be sold for one to three tickets (1 ticket = \$1.25) \$0.65 to restaurants.
- All vendors will receive a reimbursement package prior to event.
- Reimbursement Instructions:
  1. Tickets should be counted and turned in with a completed form at City Hall between 5:30 to 6:30 p.m. on the day of the event.
  2. If you choose not to submit the reimbursement package on the day of event, it must be received by Dorthy Winder at the above address by 5 p.m. on Monday, Oct. 7, 2007 in order to be reimbursed.
  3. Checks will be issued within two weeks of receipt of reimbursement package.

**KEEP THIS PAGE FOR YOUR FILES**